



# **Supply myHR**

## **Self Service user guide**

April 2025



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## 1. About This Guide

This guide gives you comprehensive information about how to use the self-service system and acts as a reference point in case you need to know about any particular feature.

### ➤ How to use this Guide

You can use the contents page to find a specific topic or, you can read through the entire guide to help you understand what you can do on Supply myHR. Within the guide we have used screen shots to illustrate the self-service screens.

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## 2. What is Supply myHR?

Supply myHR is the self-service system for the council, which can be accessed 24/7 and through various devices from smartphones to tablets and PCs.

You will be able to view your data, including

- Personal information
- Payslips
- P60's

You will be able to update the following

- Personal information
  - Sensitive information
  - Bank account information
- 

## 3. What do I need to do now?

When you first log into Supply myHR you should:

- complete the Sensitive Information section
- complete Emergency Contact Details
- check other personal information held on the system, and update any information that is out of date.

## Your duty to inform us of changes

It is important that the information the council holds about you (including your emergency contacts) is accurate and current. Please keep us informed if your personal information or circumstances change during your time with the council.

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### ➤ Security

When you log into Supply myHR, the data you see only be viewed by you. It is in your own interest to keep it accurate and up to date.

You can help ensure your myHR data is secure by following these simple rules:

- Never give your username and password to anyone else.
  - Never leave personal data on screen for others to see.
  - Always log out of myHR when not in use.
- 

### ➤ Where can I get help from?

To help you there are, user guides and an e-learning module on My Learning.

The links to the user guides can be found in the Need Help box in Latest company news on the Dashboard.



Link for My Learning <https://intranet.westlothian.gov.uk/article/72322/E-Learning>

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## ➤ Data Protection

All personal information is held and processed by West Lothian Council in accordance with data protection law.

West Lothian Council have put in place appropriate technical security and organisational measures to prevent personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, the council limits access to your personal information to those who have a business need to access such information. Where it is necessary to share information with a third party, they will only process personal information on our instruction and they are subject to a duty of confidentiality.

Further information is available in the council's privacy notices, links below, regarding:

[Contract of Employment](#)

[Learning & Development](#)

If you have any questions please contact [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)

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## ➤ New User Set up

**When first set up on the system you will receive an email advising that your account has been set up and a link to access Supply myHR.**

Dear

Please be advised that your 'myHR' account has been set up.

Your username is as follows:

Your initial password is your NI Number (all uppercase characters with no spaces). After initial login you will be asked to create a memorable password which must contain alpha and numeric characters (at least 8) with no spaces. Please [click here](#) for guidance on how to do this. You will be provided with a memorable password recovery code which **must be saved** to be able to reset your memorable password in future.

[Please click here to access myHR](#)

If you are a **reporting manager** please access your People Manager account via this [link](#)

Please use the same username and password to access People Manager.

Whichever you access first, myHR or People Manager and you change your password, you are changing the password for both and the new changed password should be used going forward.

**Never save your password to your device.**

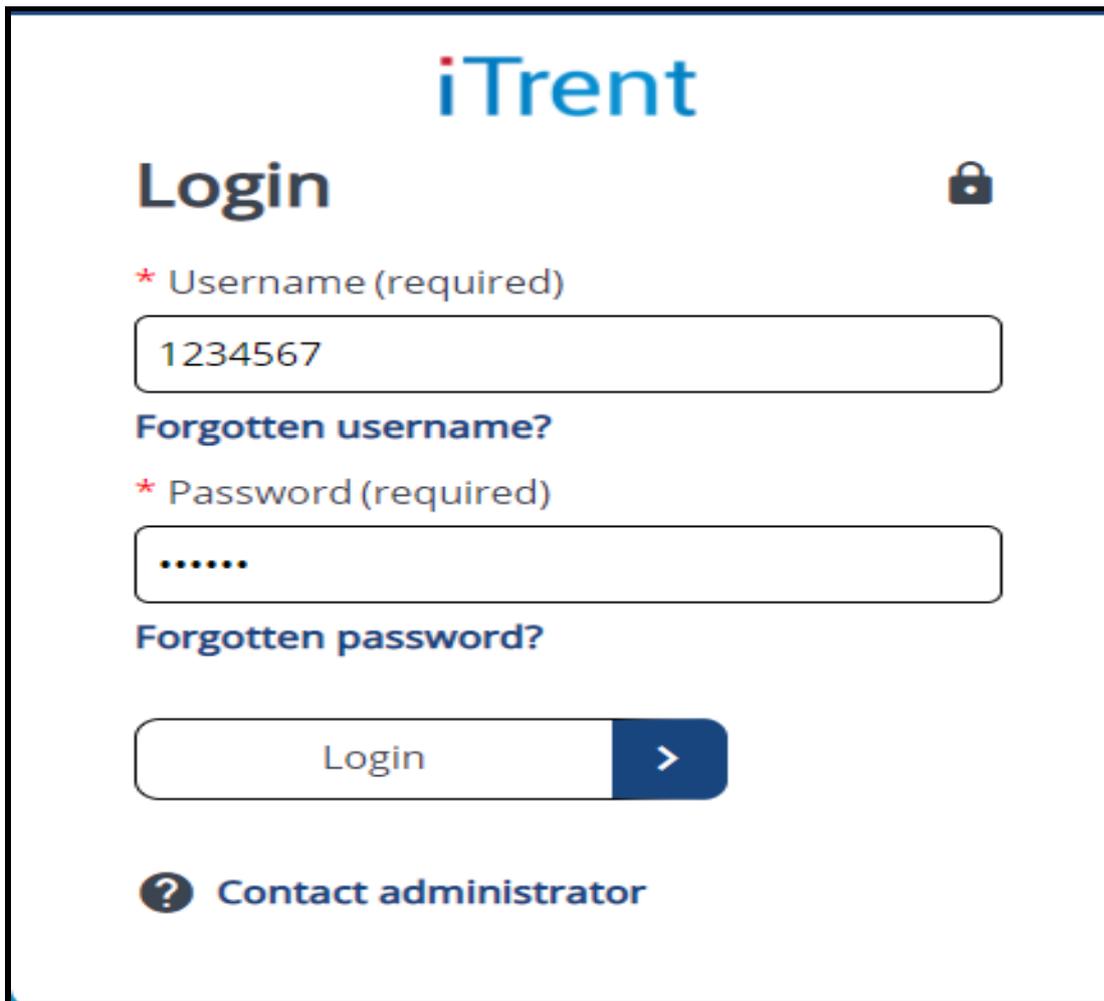
Kind Regards

HR Services

**(To open link – hold Ctrl on keyboard and click on link)**

**Capital letters should be used when entering your National Insurance number.**

Login page is displayed



iTrent

# Login

\* Username (required)

Forgotten username?

\* Password (required)

Forgotten password?

Login >

? Contact administrator

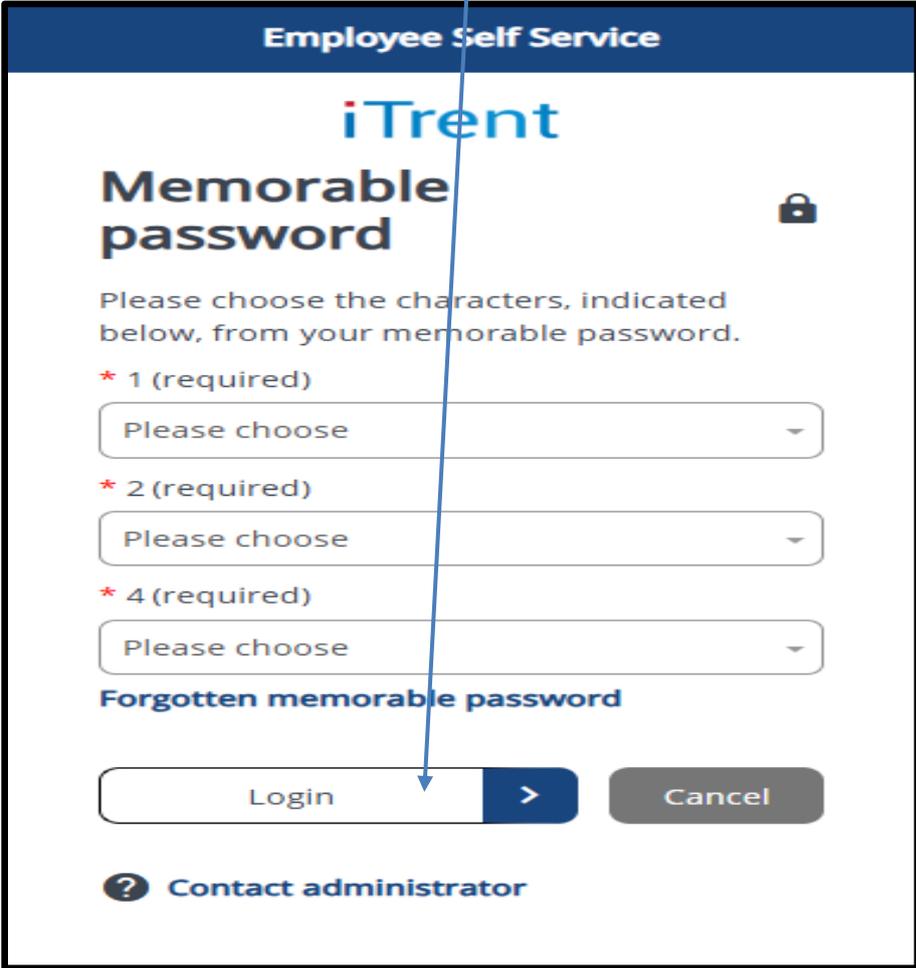
Type your Username: This is your 7-digit reference number and **this never changes**.

- Type your Password: Your Initial password will be your National Insurance number (Please use capital letters).
- Please change your password after accessing the system for the first time .
- Click on Login button once to get started



Reference number can be found on your payslip or P60.

You are then required to input 3 random characters from your memorable password. You can either type them using your keyboard or select them from the provided drop-down menu (case sensitive). **Please double check your answers before submitting.**



The screenshot displays the 'Employee Self Service' interface for iTrent. The main heading is 'Memorable password' with a lock icon. Below the heading, there is a instruction: 'Please choose the characters, indicated below, from your memorable password.' There are three required dropdown menus, each with a red asterisk and a number in parentheses: '\* 1 (required)', '\* 2 (required)', and '\* 4 (required)'. Each dropdown menu currently shows 'Please choose' and a downward arrow. Below these is a link for 'Forgotten memorable password'. At the bottom, there is a 'Login' button with a right-pointing arrow and a 'Cancel' button. A blue arrow points from the text above to the 'Login' button. At the very bottom, there is a link with a question mark icon: '? Contact administrator'.

## Disclaimer notice

The first time you access Supply myHR a Disclaimer notice will display for you to read.

After you have read the statement please tick box “I agree to the above privacy statement” and click Accept.

You cannot access myHR until this has been done.

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## Disclaimer

### What is myHR?

Supply myHR is the self-service system for council, which can be accessed 24/7 through various devices from smartphones to tablets and PCs.

You will be able to view your data, including:

- Personal information
- Payslips
- P60's

### What can I do in supply myHR?

You will be able to:

- Update your personal information at any time
- Update sensitive information
- Update bank account information

### What do I need to do now?

When you first log into myHR you should:

- complete the Sensitive Information section
- complete Emergency Contact Details
- check other personal information held on the system, and update any information that is out of date.

### Your duty to inform us of changes

It is important that the information the council holds about you (including your emergency contacts) is accurate and current. Please keep us informed if your personal information or circumstances change during your time with the council.

Where can I get help from?

To help you there are, user guides and an e-learning module on My Learning. The links to these can be found in the Help box at the bottom of the home page in myHR or on <https://www.westlothian.gov.uk/hr-services>

#### Data Protection

All personal information is held and processed by West Lothian Council in accordance with data protection law.

West Lothian Council have put in place appropriate technical security and organisational measures to prevent personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, the council limits access to your personal information to those who have a business need to access such information. Where it is necessary to share information with a third party, they will only process personal information on our instruction and they are subject to a duty of confidentiality.

I agree to the above privacy statement.

**Accept privacy statement**

## Logging onto Supply myHR

To access Supply myHR at any time please click on this link to the login page – it is recommended you save link to your favourites

[https://trent.westlothian.gov.uk/trentlve\\_ess/](https://trent.westlothian.gov.uk/trentlve_ess/)

Supply myHR is a web-based system so you can access it using a PC, Laptop, tablet, Android and iPhone smart phones.

From 1<sup>st</sup> of April 2025, you are required to create a memorable password. Please see [here](#) for more details.

(The system will not work on Internet explorer please use Google chrome or Edge browsers)

iPhone

Bookmarking (shortcut) to iTrent link for an iPhone

- Browse to [https://trent.westlothian.gov.uk/trentlve\\_ess/](https://trent.westlothian.gov.uk/trentlve_ess/)
- At bottom of Safari click on 'send to' icon. This is a square with an arrow pointing upwards.
- Scroll down to Add Bookmark & Select.
- Name Bookmark (if required).
- Ensure LOCATION is set to Bookmarks & Save.
- NEVER SAVE YOUR PASSWORD

View Bookmarks (shortcuts)

- Open Safari.
- At bottom of Safari click on 'book' icon.
- Ensure 'book' icon is highlighted, if not select it.
- Your bookmark should appear.

Android phone

Creating a shortcut to myHR on Smartphone Home Screen.

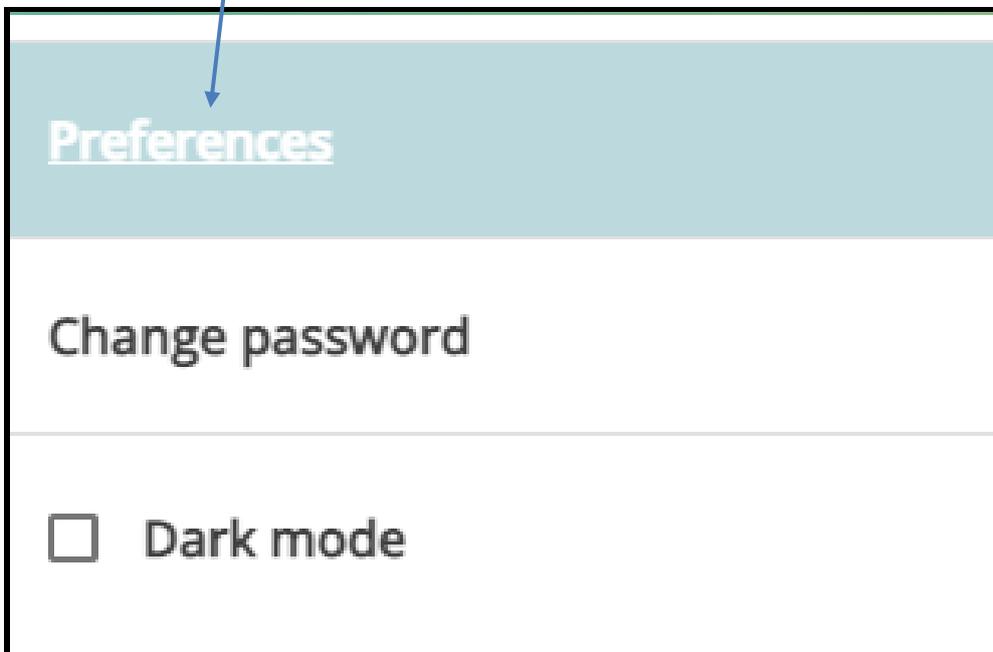
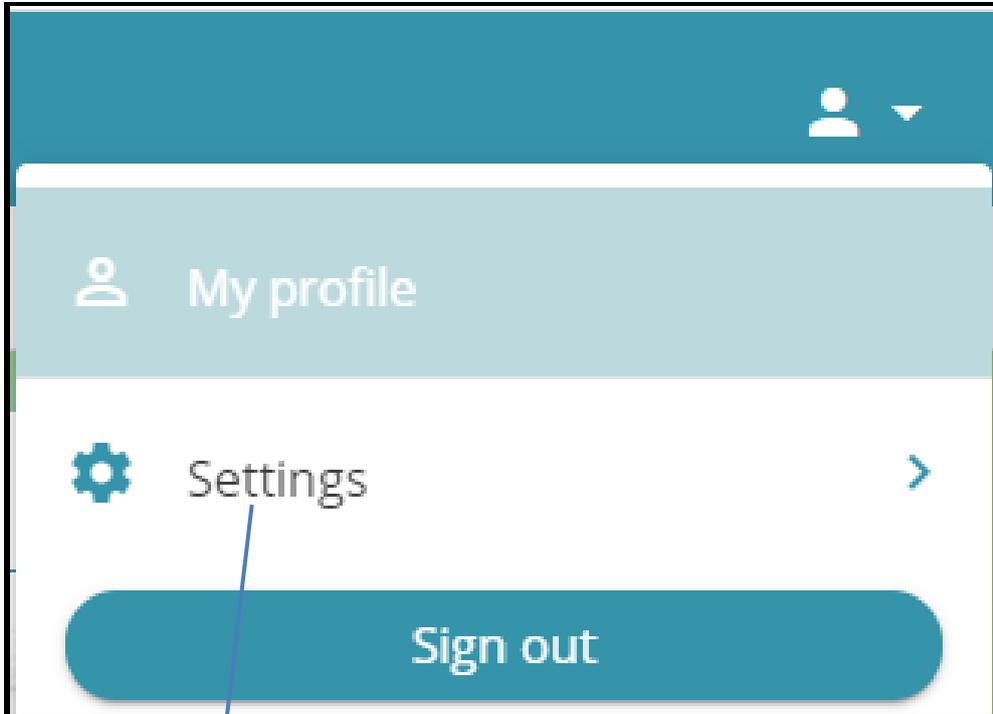
- Launch "Chrome" app.
- Open the website or web page you want to pin to your home screen. For myHR go to [https://trent.westlothian.gov.uk/trentlve\\_ess/](https://trent.westlothian.gov.uk/trentlve_ess/)
- Tap the menu icon (3 dots in upper right-hand corner) and tap Add to home screen.
- You'll be able to enter a name for the shortcut (MyHR) and then Chrome will add it to your home screen.
- NEVER SAVE YOUR PASSWORD

Supply myHR can be accessed by the following browsers

- Google Chrome

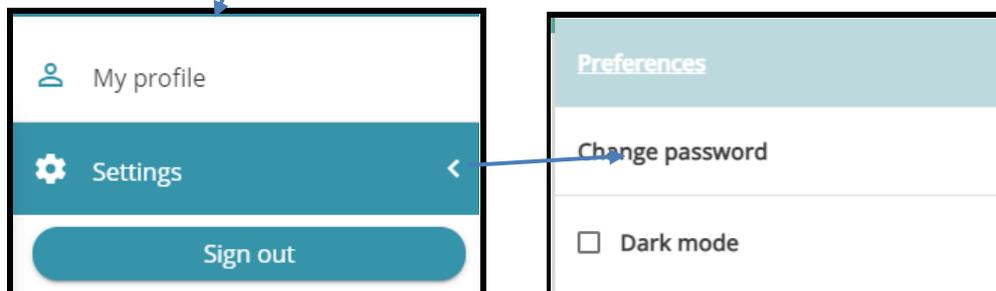
- Microsoft Edge

Utility menu  (Top right-hand corner on screen)



## Change password

To change your password after your first log in: To set this up click on the icon.  which can be found on the right at the top of the page. When you click the icon, a drop-down menu will appear.



### Select Change password

- ❖ Passwords expire after 90 days
- ❖ You cannot use any password you have previously used.
- ❖ Password must have at least 8 characters and must contain alpha, numeric and upper- and lower-case letter
- ❖ Passwords will deactivate after three unsuccessful attempts (invalid password message will keep appearing) If this happens please use the Forgotten password process

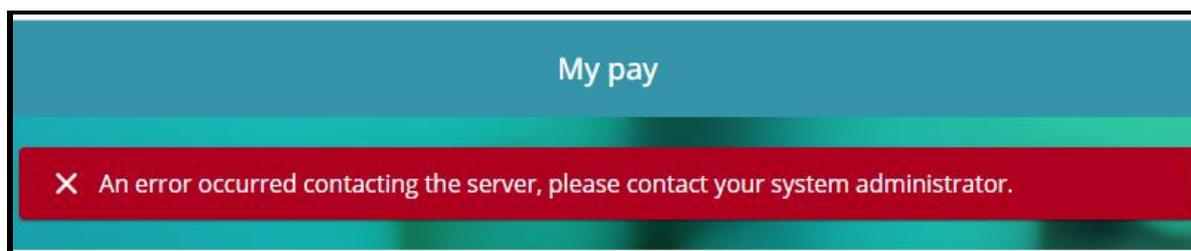
### Dark mode

If Dark mode is ticked your background view will be dark. This view can help with accessibility issues.



To exit myHR click on Sign out

If you have not signed out of Supply myHR after a period of time and access again you will receive this warning message



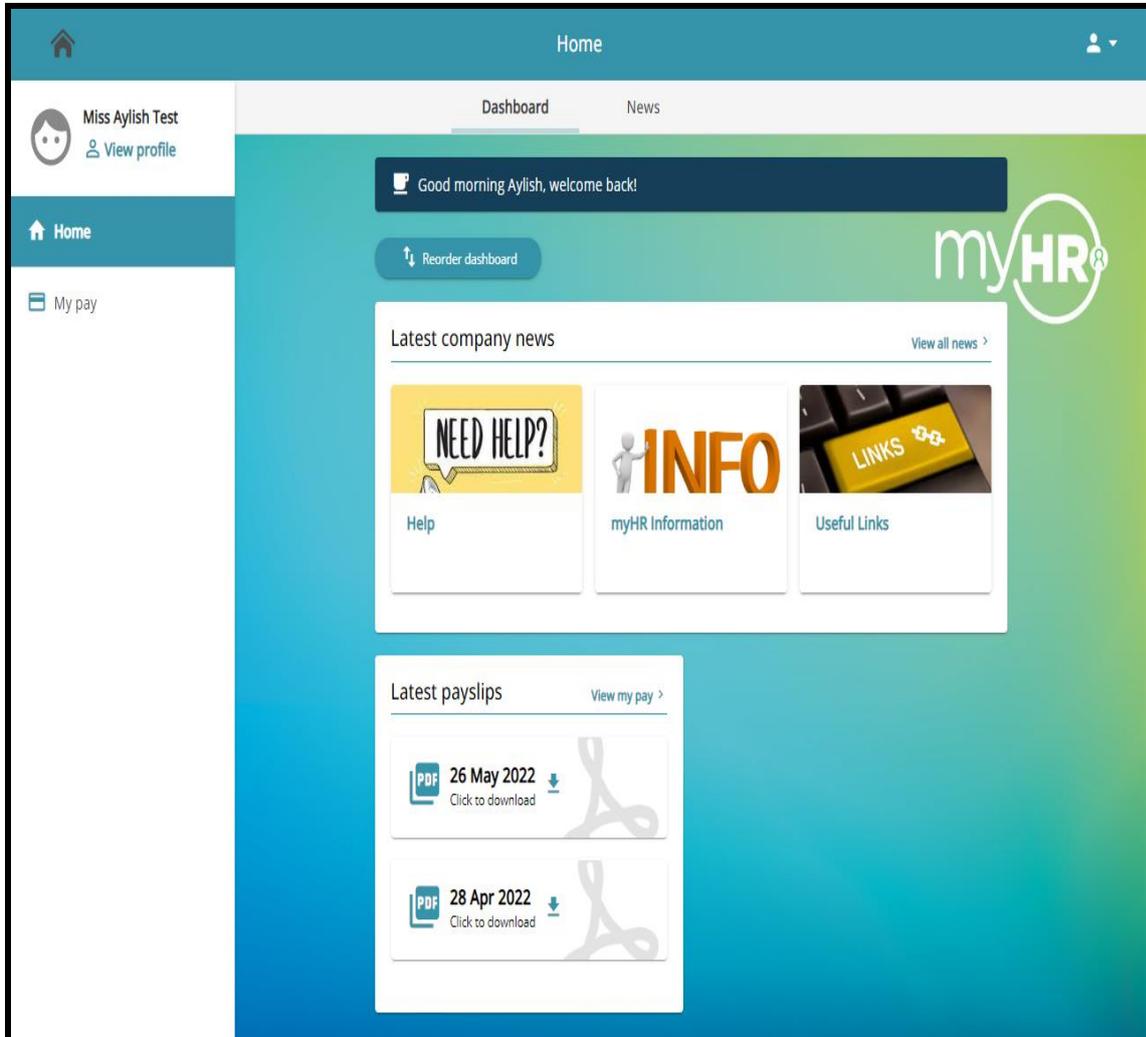
Log out and log back in again to access myHR again.

Home page



this button can be used to return to the home page from any page

Home page



Dashboard

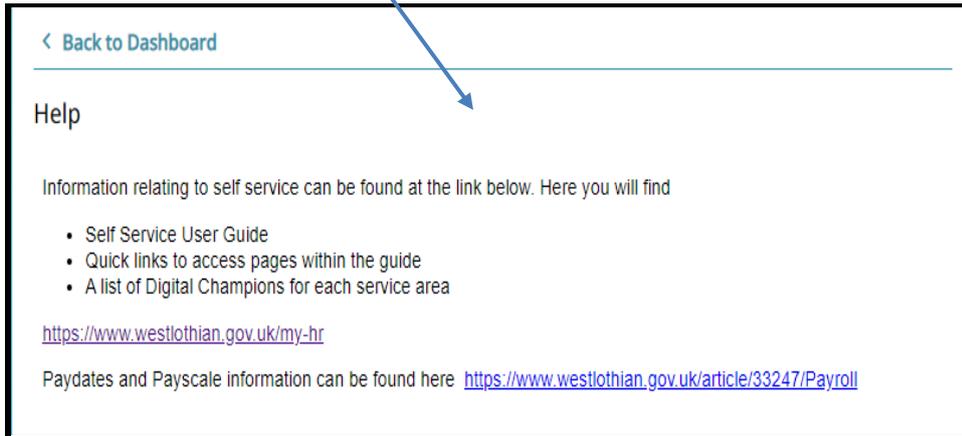
You can view

- ❖ Latest company news
- ❖ Latest payslips (download also if required)

News

- ❖ Help
- ❖ myHR information
- ❖ Useful Links

Click on card – information is displayed

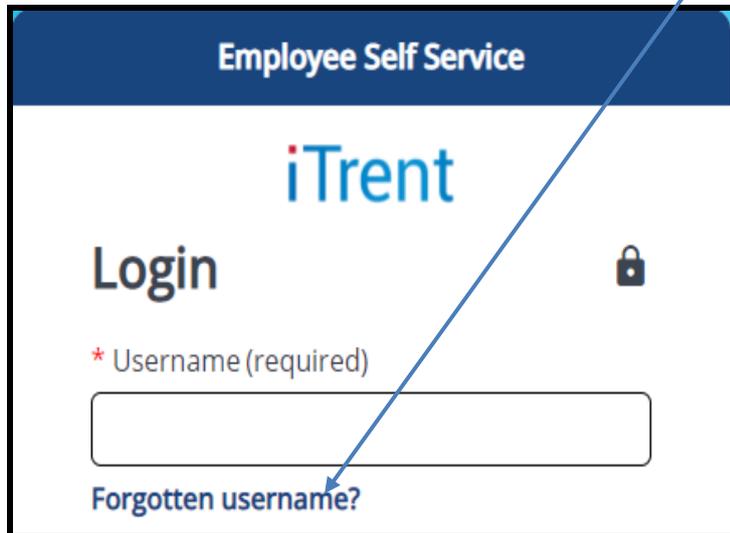


## What to do if you forget your username

Your username is your reference number and this **never changes.**

If you forget your username you can find it on your payslip or P60.

**Do not use the Forgotten username link on the login page**



Employee Self Service

iTrent

Login

\* Username (required)

[Forgotten username?](#)

## What to do if you forget your main password or memorable password?

### Scenario 1 – Main Password

Passwords will deactivate after three unsuccessful attempts (**invalid login message will keep appearing**)

If this happens please use the Forgotten password process.

If you forget your password click the “Forgotten password?” link

iTrent  
Login 

\* Username (required)

Forgotten username?

\* Password (required)

Forgotten password?

Login >

 Contact administrator

iTrent  
Forgotten password 

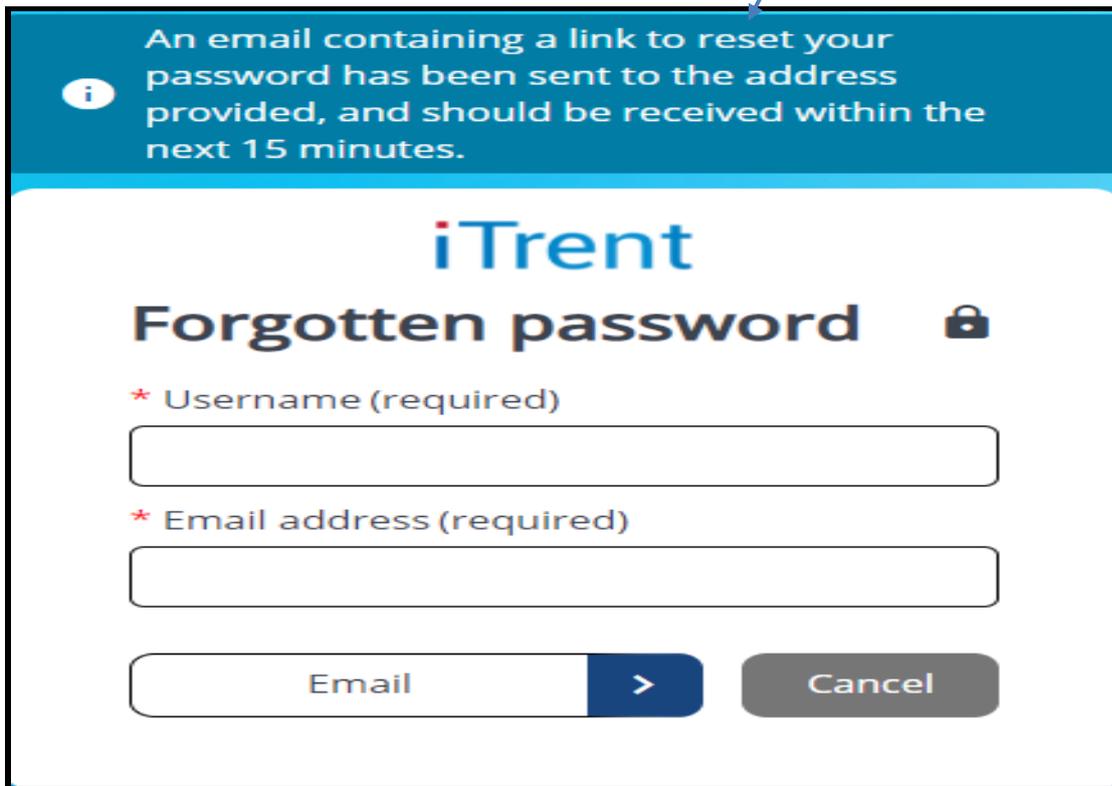
\* Username (required)

\* Email address (required)

Email > Cancel

- Enter your username – reference number
- Enter your myHR email address in Email address (required)
- Click Email

When you click email at bottom of page this message is displayed



The screenshot shows a notification banner at the top with a blue background and white text: "An email containing a link to reset your password has been sent to the address provided, and should be received within the next 15 minutes." Below the banner is the iTrent logo and the title "Forgotten password" with a lock icon. The form contains two required fields: "Username (required)" and "Email address (required)". At the bottom, there are two buttons: "Email" with a right-pointing arrow, and "Cancel".

#### Email addresses

Please ensure you use the correct email address, this depends on the email address you advised that you wish to be assigned to your Supply myHR account.

Email address will be your

- ❖ Personal email address

You cannot change your myHR email address

Email addresses can be changed as follows:

- myHR Correspondence: Change yourself via myHR
- myHR email: Request via [HRSupport@westlothian.gov.uk](mailto:HRSupport@westlothian.gov.uk)
- e-payslip: Request via [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk)

Email is received in your mailbox (example below) – Click on Reset password button and you will be asked to enter a new password.

If the password you enter is the same as your old password you will be informed.

- Passwords expire after 90 days.
- Passwords will deactivate after three unsuccessful attempts (invalid login will keep appearing) If this happens please use the Forgotten password process.
- You cannot use any password you have previously used.
- Password must have at least 8 characters and must contain alpha, numeric and upper- and lower-case letter.

**Hi Anita Marie,**

You recently requested to reset your password for your MyHR / People Manager account. Use the button below to reset it.

**This password reset is only valid for the next 6 hours.**

[Reset your password](#)

If you did not request a password reset, please ignore this email or contact [myhr@westlothian.gov.uk](mailto:myhr@westlothian.gov.uk) if you have questions.

Thank you  
HR Services

**If you do not receive this email in your inbox within the specified timeframe, please check your Junk mail before contacting HR as a potential problem.**

**You can only use the Reset your password link once if you try more than once you receive a warning message.**



**Detected a potential security violation. No further action will be allowed.**

The image shows a web form titled "iTrent Reset password". At the top right is a lock icon. Below the title are two input fields. The first is labeled "\* New password (required)" and the second is labeled "\* Confirm password (required)". To the right of each input field is a small icon of a hand typing. At the bottom of the form are two buttons: a green "Save" button and a grey "Cancel" button.

If you do not reset your password within the 6-hour time limit you will receive the following warning message. You will have to start the Forgotten password reset process again.

The image shows a warning message in a red banner at the top: "X Detected a potential security violation. No further action will be allowed." Below the banner is a white area with the "iTrent Reset password" title and a lock icon. A single grey "Cancel" button is visible, and the input fields from the previous form are not present.

When you successfully change your password, this screen is displayed

The screenshot displays the iTrent Employee Self Service interface. At the top, a blue banner contains an information icon and the text "Your new password has been saved." Below this is a dark blue header with "Employee Self Service" in white. The main content area features the iTrent logo and a "Login" heading with a lock icon. There are two required input fields: "Username (required)" and "Password (required)", each with a "Forgotten" link below it. A "Login" button with a right-pointing arrow is positioned below the password field. At the bottom, there is a "Contact administrator" link with a question mark icon.

## Scenario 2 – Forgotten Memorable password

After logging in, you will be directed to the memorable password page. If you forget your memorable password, click the “Forgotten memorable password” link.

**Employee Self Service**

**iTrent**

### Memorable password

Please choose the characters, indicated below, from your memorable password.

\* 1 (required)

Please choose 

\* 2 (required)

Please choose 

\* 6 (required)

Please choose 

**Forgotten memorable password**

Login  Cancel

 **Contact administrator**

You will then need to enter your recovery code, which you should have saved earlier during the initial setup. This is your 16-digit code in the following format: 'XXXX-XXXX-XXXX-XXXX.' Once entered, please click "Continue".

Employee Self Service

iTrent

## Forgotten memorable password

Please enter your account recovery code in the field below to continue

\* Recovery code (required)

Continue

Cancel

Lost recovery code?

MHR Powered by MHR

If the recovery code is accepted, you will then be prompted to choose a new memorable password (see below for details). Once chosen, click "Save".

Employee Self Service

iTrent

## Create memorable password

Please create a memorable password. You will be asked to input characters from this for future logins.

Your memorable password cannot contain spaces and must not include your main password.

\* New memorable password (required)

\* Confirm memorable password (required)

Before you continue, please confirm your main password below for verification.

\* Password (required)

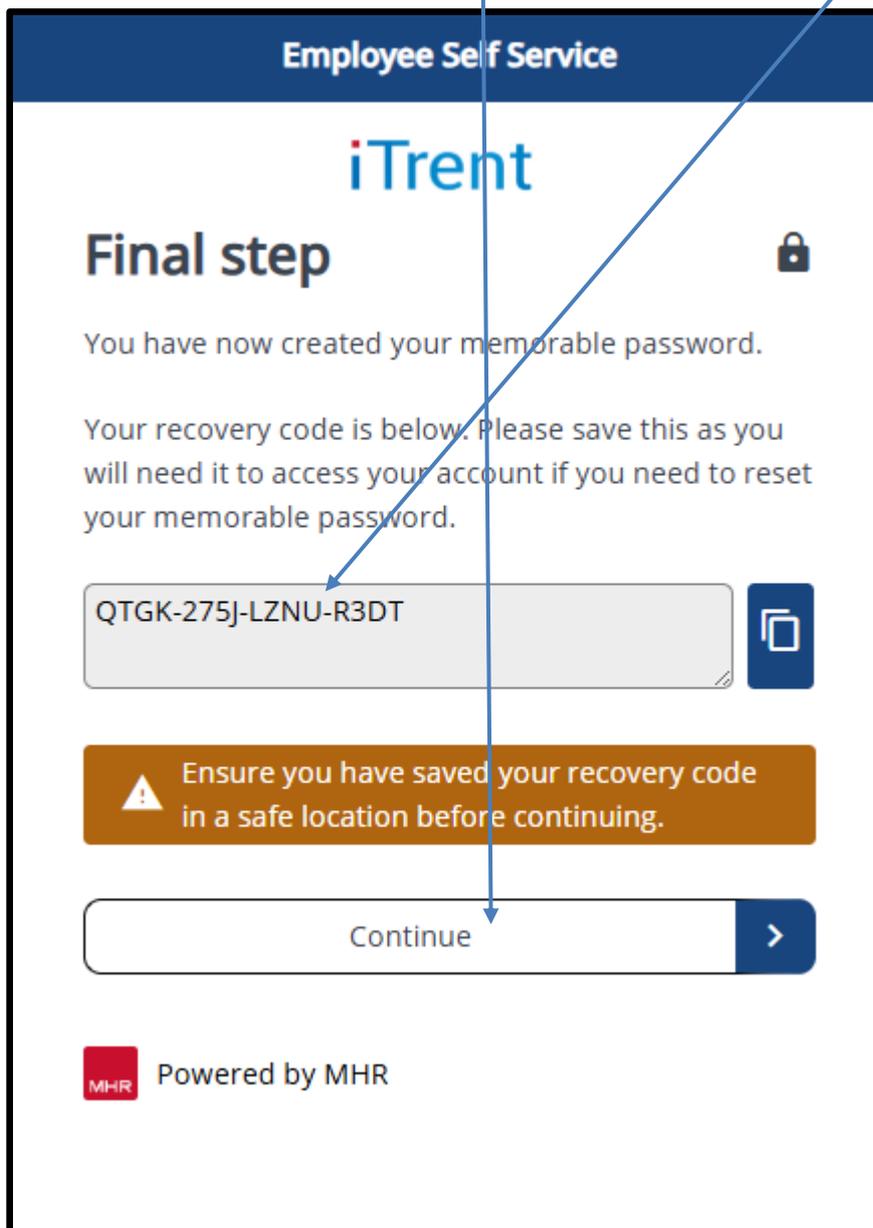
Save Cancel

Contact administrator

- Your memorable password must be at least 8 characters long.
- Your memorable password cannot contain any spaces.
- Your memorable password must not include your main password.

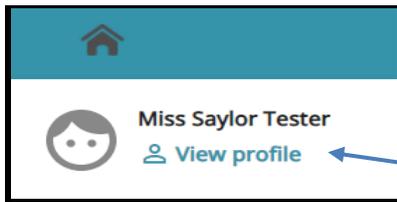
Once your memorable password has been created, make sure to note down your NEW recovery code. When you're ready, click "Continue".

**NOTE THAT ANY PREVIOUS RECOVERY CODES WILL NOW BE INACTIVE. PLEASE USE THIS NEWLY CREATED CODE FOR ANY FUTURE RESETS.**



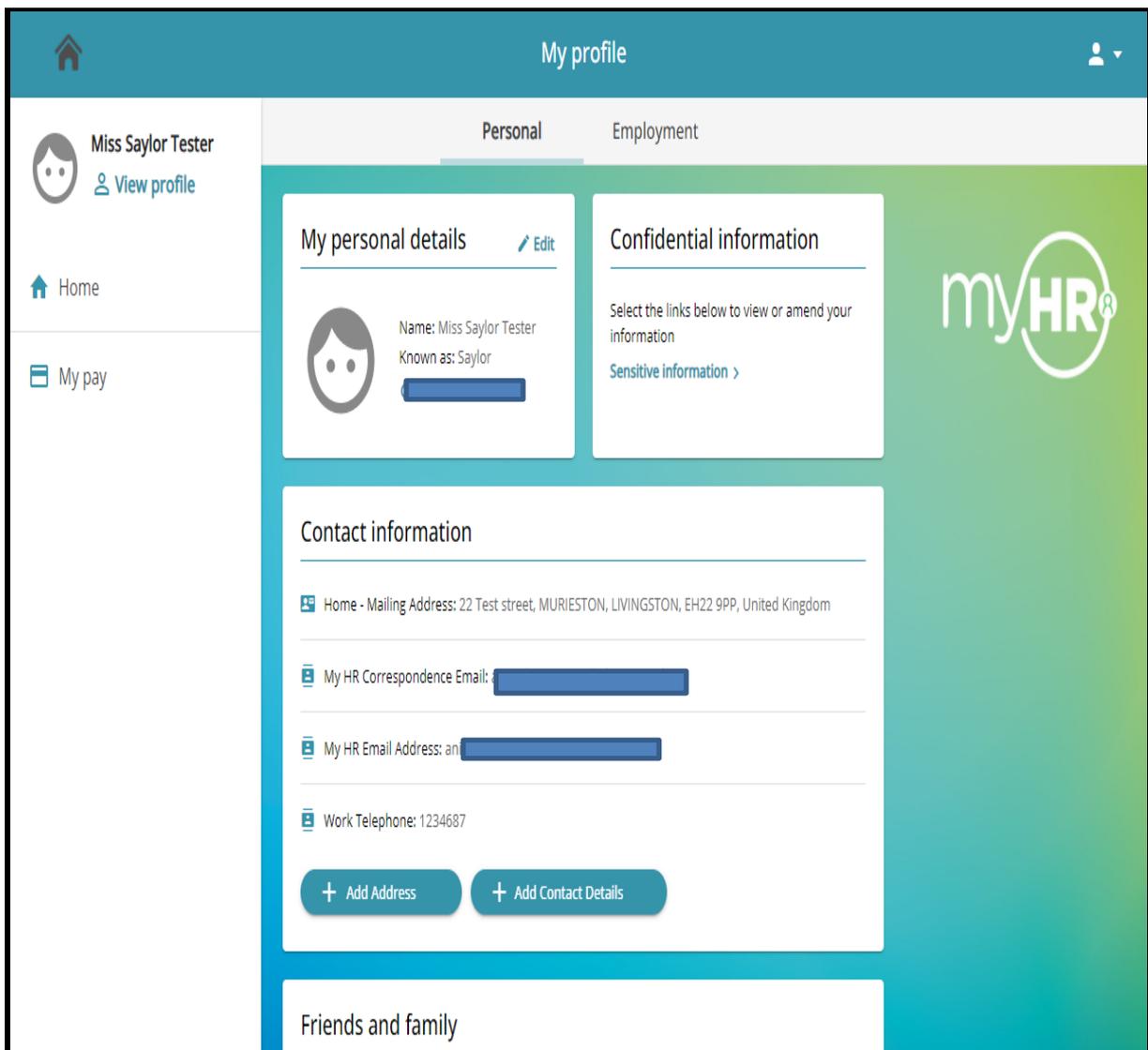
If you have misplaced or forgotten your recovery code, please email [myhr@westlothian.gov.uk](mailto:myhr@westlothian.gov.uk)

## View profile



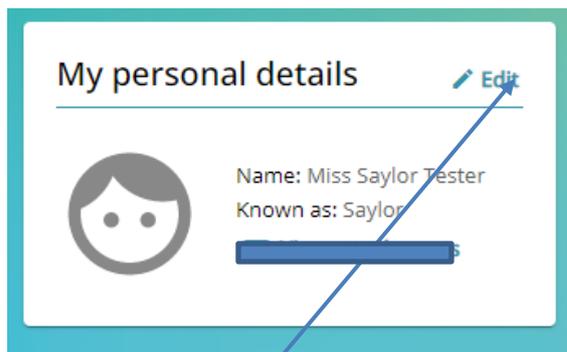
You will see your name in the left-hand corner of the screen with a **View profile** icon.

When you click on **View profile** all your personal details are displayed.



- ❖ **My personal details**
- ❖ **Confidential information** – includes **Special requirements / Sensitive information**
- ❖ **Contact information**
- ❖ **Friends and family**
- ❖ **Bank details**

## My personal details



**My personal details section, you can view, add and change certain information held about you in the Council's HR/Payroll system.**

**You can change your surname /title/preferred name/marital status in this section by clicking Edit – you are unable to amend any of the grey boxes**

**You are unable to change your date of birth. In the event it is incorrect and it requires changing, please email [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)**

[< Back to Personal](#)

---

My personal details



\* Surname (required)

\* Forename (required)

Forename 2

Forename 3

\* Title (required)

Preferred name

**Make the change – Save**

**When you make a change, an email notification will be sent to you.**

**Click on [Back to Personal](#) to bring you back to Personal page.**

### Confidential information

## Confidential information

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Select the links below to view or amend your information

[Sensitive information >](#)

**Confidential information section, you can view, add and change certain information held about you in the Council's HR/Payroll system.**

## Sensitive information

This screen contains information that the Council has about you with regards to sensitive information such as Religion, Ethnic origin, Sexual orientation and Disability.

On your first visit to the system, please enter your information in this area. This is to enable the council to make their legal obligations with regards to equality legislation.

Please note you are not required to complete any of these fields on this screen and you have an option to select prefer not to say.

Sensitive information

 The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

**Marital status**

Married x ▼

**Religion**

Prefer not to say x ▼

**Ethnic origin**

Prefer Not to Say x ▼

**Place of birth**

**Nationality**

Italian x ▼

**Sex identifier**

Prefer not to say x ▼

**Gender reassignment**

When you make a change, an email notification will be sent to you.

You can also update /amend any changes that may occur with your Carer responsibilities

e.g. Your children are no longer under 18 years old

- In “Do you have caring responsibilities” – choose None
- In “Area of caring responsibility” – Choose No longer applicable
- Save

Additional fields

Do you have caring responsibilities

Yes

Area of caring responsibility

Children under 18

Save Cancel

## Contact Information

In Contact information section, you can view, add and change your contact details, view amend and add your address.

### Contact information

---

 Home - Mailing Address: 61 Castle Kevin Drive, West Calder, WEST LOTHIAN, EH32 8TH, United Kingdom

---

 My HR Correspondence Email:

---

 My HR Email Address:

---

 Work Telephone: 01506 112156

[+ Add Address](#) [+ Add Contact Details](#)

### Email addresses

#### ❖ myHR Correspondence Email

- myHR Correspondence Email address can be changed by you. Click on link and make change.
- This email address is where all your correspondence from HR / Payroll will be emailed to.

#### ❖ myHR Email Address

- myHR Email Address cannot be changed by you – this is used to send notifications to you when an action is carried out on the system.

Please contact [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk) if you wish to change this.

To amend contact information

Click on relevant link

Contact information

Home - Mailing Address: 61 Castle Kevin Drive, West Calder, WEST LOTHIAN, EH32 8TH, United Kingdom

My HR Correspondence Email: [Redacted]

My HR Email Address: [Redacted]

Work Telephone: 01506 112156

+ Add Address    + Add Contact Details

Example: Home – Mailing Address

Address details

*i* This form allows you to correct your current address information. If your address has changed please use the add address details option.

\*Address type (required)

Home

Mailing address

Postcode

EH32 8TH

House name

Number/Street

61 Castle Kevin Drive

Local area

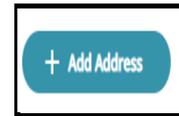
West Calder

Post Town

County

You can amend your address here by over keying information already there.

Save



But if your address has changed – Click on Add Address button

- A blank screen is displayed
- Enter your new address
- Save
- Message is displayed – Address has been set as a new mailing address



When you make a change or add a new address, an email notification will be sent to you.

## Contact details

+ Add Contact Details

Click on Add Contact Details and choose which contact type you want to add from drop down list.

Contact details

\*Contact type (required)

My HR Correspondence Email

Home telephone

**My HR Correspondence Email**

Personal Mobile

Work Mobile

Work Telephone

\*Contact at (required)

Save Cancel + Add Contact Details

Add in information you want added

Save

If you have more than one contact detail to add click on Add Contact details button again.

## Friends and family

In this screen you can maintain your emergency contact details. Emergency contacts are used when the Council needs to get in touch with your nominated contact (friend or family member) in the event of an emergency.

### Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	asfsfjhsfsdf	Husband	dsdsadsa	Yes
Emergency contact	Test Tester	Not Specified	01607 851747 / 07402365154 /0141205163 (HMW)	No
Emergency contact	Test Tester 2	Son		No

[+ Add Emergency Contact](#)

Click on Add Emergency Contact button

[< Back to Personal](#)

### Emergency contact

\* Contact name (required)

Relationship to me

Contact at

Contact email

Primary contact

Use as next of kin

Enter details - Save

If the contact you are adding is to be the primary contact please tick the box (you can only have one primary contact).

## Bank details

This page shows the bank details that are used to pay you.

Bank details		
Account name	Bank name	Sort code
A Testeing	Royal Bank of Scotland	831605

You can amend your bank details by clicking on the information already there

Please be aware of the warning message at top of screen

Bank details

**i** These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

\* Sort code (required)

Bank name

Roll number

\* Account number (required)

\* Account name (required)

**Save** **Cancel**

**If you have changed your bank account within 8 days of pay day, your pay will have already been processed to the bank. You must keep your old account open until you have been paid.**

**Please be mindful when changing bank details that the correct details are entered to ensure your salary is not paid into an incorrect bank account.**

- **Overtyping with new details**
- **When you change the bank sort code, the bank name will change on the screen**
- **Roll number field is only used for those accounts that are from certain Building Societies**
- **If your sort code is not recognised a message will appear saying invalid sort code. If this happens contact Payroll at [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk) ask them to check your sort code on your behalf**
- **If payroll has already been processed, this change will take effect from the next payroll run**
- **Save**

**When you change your bank information, an email notification will be sent to you via your myHR email address.**

## Employment

To view details of your position with the council click on information displayed.

Personal	Employment	
<h3>My employment</h3>		
Period of employment	Position	Department
01 Mar 2022 - present	Supply Teacher	Supply (Education Teaching)

Current job details

**Job details**

<b>Department</b> Supply (Education Teaching)	<b>Position reference</b> J0008357
<b>Position name</b> Supply Teacher	<b>Start date (dd/mm/yyyy)</b> 01/03/2022
<b>Payroll reference</b> 	<b>Contractual hours</b> 0.00

**Work pattern**

**Manager**

**Reporting manager and job title**  
Vacant - Supply Teacher

- ❖ Your current position details are read only.
- ❖ Please email [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk) if you require more information about your post.

If you have more than one supply post will see all post displayed in this screen.

Click on a post and information about that post is displayed.

**Off – Boarding:** When you leave you will still have access to myHR for a period of 60 days to allow you to access any Payslips/P60'S you may require. Also, to allow any late payments to be processed for you by payroll.

## My pay

My pay

Miss Saylor Tester  
View profile

Home

My pay

Payslips [View my bank details >](#)

Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)  End date (dd/mm/yyyy)

Search Download all

No payslip details available

P60

There are no Statement of Earnings details to display.

There are no P60 details to display

myHR

### In My pay you can

- ❖ View your payslips
- ❖ Download your payslips
- ❖ View your P60
- ❖ Download your P60

## My pay

### Payslips / P60

This section looks at how to view and download your payslips and P60's.

#### Payslips [View my bank details](#)

**i** Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)  End date (dd/mm/yyyy) 

**Search**

Pay date	Download
26 May 2022	
28 Apr 2022	
31 Mar 2022	
24 Feb 2022	
27 Jan 2022	
30 Dec 2021	
25 Nov 2021	
28 Oct 2021	

#### To view a payslip

- Click on a relevant pay date
- Payslip is displayed – this payslip will not have Awest Lothian Council logo on it

To download a payslip



- Click on Download button which can be found on right hand corner on payslip



- When downloaded a tab will appear at the bottom of your screen
- Click on tab to open payslip
- Payslip is displayed with West Lothian Council logo on it



**West Lothian Council**

**PRIVATE AND CONFIDENTIAL**  
(To be opened by the addressee only)

Anita TESTER2

Payroll Name	Staff	Paydate	28/11/2019
Employee Name	Anita TESTER2	Tax Period	8
Reference No.		Tax Code	S1255L / 0
		N.I. Number	
		N.I. Code	A

Payments				Deductions		This Period	
Description	Units	Rate	Cash	Description	Cash	Description	Cash
Section Leader				Tax	192.26	Taxable Payments	2,020.20
<b>Conserved Salary</b>			83.33	NI - A	168.84	Pensionable Pay	3,656.03
Contractual Overtime 1.5	5.00	25.56	127.80	Section Leader		Employer's NI - A	194.16
Contractual Overtime Double 1.00		34.08	34.08	LGPS (WLC) (6.00%)	105.78	Employer's Pension	767.77
Contractual Overtime Percen 0.10	1138.44		113.84	Credit Union	220.00		
Cycle to Work	125.00		-25.00	Social Club	2.00		
Cycleplus	40.00		-20.00	GMB	13.70		
<b>First Aid</b>		365.96	30.50				
Gross Recovery	150.00		-50.00				
Gross Recovery NP	160.00		-30.00				
Holiday Overtime	77.28	0.08	6.41				
Holiday Overtime NP	318.60	0.08	26.44				
<b>Market Supplement</b>			85.42				

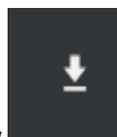
Year-to-date

To print payslip



- Click on printer icon on screen top right-hand corner

To save to your PC



Click on downward arrow

## Online payslip (E-payslip)

If applicable a payslip is emailed to you each month by Payroll, if you do not receive this email please contact Payroll who can check your email address they have for you is correct and will update if required.

**To access this payslip please enter your National Insurance number using capital letters.**

Download your payslip from your iPhone you may need to enable pop up blockers on your phone

### Enable Pop Up Blocker for iPhones

- Go to > Settings > Scroll down to Safari > Disable Block-Ups

### View your P60

**You can view and download your P60 – 2020/2021 – 2021/2022**

Please note the P60s for 2019/20 were sent to home addresses.

## Help & Support

- If you still have difficulty logging on the system after you have followed instructions found in this guide please email [MyHR@westlothian.gov.uk](mailto:MyHR@westlothian.gov.uk)
- Contract / PVG query: [HRSupport@westlothian.gov.uk](mailto:HRSupport@westlothian.gov.uk)
- Payroll query: [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk)
- Policy & Advice query: [Hrpolicy@westlothian.gov.uk](mailto:Hrpolicy@westlothian.gov.uk)

## Frequently Asked Questions

Email Example	Reply
<p>Please can you advise me of my username and provide me with a password.</p>	<p>Your user name is your 7-digit reference number – <b>this never changes</b> and your initial password is your NI number (in capitals). If you have difficulty accessing the system you can reset your password using the forgotten password link which can be found on the login page of myHR.</p> <p>The link to myHR is</p> <p><a href="https://trent.westlothian.gov.uk/trentlive_ess/">https://trent.westlothian.gov.uk/trentlive_ess/</a></p> <p>The MyHR user guide can be found in on the intranet using the following link: <a href="https://www.westlothian.gov.uk/my-hr">https://www.westlothian.gov.uk/my-hr</a></p>
<p>Can you please re-set my password for myHR</p>	<p>You must use the forgotten password link on the log in page to reset your password. This can be found on the login page of myHR (you must use your myHR email address which is your personal email address).</p> <p><b>Password must have at least 8 characters and must contain alpha, numeric and upper- and lower-case letter</b></p>
<p>I tried to log in using my reference number as username and NI number as password and get an invalid login message</p>	<p>The error message “invalid details” means your account is locked, you must use the forgotten password link on the log in page to reset your password (you must use your myHR email address which is your personal email address).</p> <p>The link to myHR is</p> <p><a href="https://trent.westlothian.gov.uk/trentlive_ess/">https://trent.westlothian.gov.uk/trentlive_ess/</a></p> <p>The MyHR user guide can be found in on the intranet using the following link: <a href="https://www.westlothian.gov.uk/my-hr">https://www.westlothian.gov.uk/my-hr</a></p>
<p>I get message “account violation” when trying to log in</p>	<p>The error message “account violation” or security violation means you have clicked on something in error or clicked too many times, you must try the accessing the system again allowing the pages to open properly before clicking again.</p>
<p>My email address is wrong</p>	<p>Your email addresses can be changed as follows:</p> <ul style="list-style-type: none"> <li>• myHR Correspondence: Change yourself via myHR</li> <li>• myHR email: Request via <a href="mailto:HRSupport@westlothian.gov.uk">HRSupport@westlothian.gov.uk</a></li> <li>• e-payslip: Request via <a href="mailto:payroll@westlothian.gov.uk">payroll@westlothian.gov.uk</a></li> </ul>
<p>Can I have a copy payslip</p>	<p>Your payslips can be viewed on myHR.</p> <p>The link to myHR is</p> <p><a href="https://trent.westlothian.gov.uk/trentlive_ess/">https://trent.westlothian.gov.uk/trentlive_ess/</a></p>

	<p>MyHR user guide can be found in on the intranet using the following link: <a href="https://www.westlothian.gov.uk/my-hr">https://www.westlothian.gov.uk/my-hr</a></p>
Can I have a copy P60	<p>Your P60 for 2019/2020 was sent to your home address May 2020</p> <p>Your P60's for 2020/2021- 2021/2022 is available on myHR.</p> <p>The link to myHR is</p> <p><a href="https://trent.westlothian.gov.uk/trentlive_ess/">https://trent.westlothian.gov.uk/trentlive_ess/</a></p> <p>The MyHR user guide can be found in on the intranet using the following link: <a href="https://www.westlothian.gov.uk/my-hr">https://www.westlothian.gov.uk/my-hr</a></p>